

**CONTROL FORM FOR DOE/ORO DIRECTIVE**

**PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**1. DIRECTIVE NUMBER, TITLE, AND DATE:**

**ORO O 340, CHAPTER II, CHANGE 4, GRIEVANCE POLICY AND PROCEDURES, dated 09/28/2006**

**2. PURPOSE OF TRANSMITTAL:** \_\_\_ New Directive     Revised Directive    \_\_\_ Revised Control Form

**3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?**  Yes    \_\_\_ No  
**If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):**

This Directive cancels and replaces ORO O 340, Chapter II, Change 3, GRIEVANCE POLICY AND PROCEDURES, dated 09/28/2004.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 10/12/2006.

**PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):**

**COMPLETE FOR DOE DIRECTIVES ONLY:**

**4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**

Is a new or revised supplemental ORO Directive required? \_\_\_ Yes    \_\_\_ No

**If "Yes," target date for submission of supplemental ORO Directive is \_\_\_\_\_.**

**COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:**

**5. CONTRACTOR APPLICABILITY.**

**Does this Directive affect the work performed by ORO Contractors?** \_\_\_ Yes     No

**If "Yes," whom?** \_\_\_ Bechtel Jacobs Company LLC    \_\_\_ ORAU

\_\_\_ UT-Battelle, LLC    \_\_\_ ISOTEK (Bldg. 3019, ORNL)

\_\_\_ Foster Wheeler (FWENC)

\_\_\_ Other Contractors (list by name)

**6. SUBJECT MATTER EXPERT:** Adolphus Brown    Federal Human Resources Branch, AD-442  
Name    Organization

*Original Signed By*

**7. APPROVED BY:** Melanie Kent, Chief    Federal Human Resources Branch    09/28/2006  
Signature    Organization    Date

**PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**

*Original Signed By*

Wayne H. Albaugh

09/28/2006

DMG Team Leader, AD-440

Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.** (Revised 02/10/2006)

# U.S. Department of Energy

Oak Ridge Office

ORO O 340 Chapter II Change 4
-------------------------------------

DATE: 09/28/2006

## **SUBJECT: GRIEVANCE POLICY AND PROCEDURES**

---

1. PURPOSE. This Chapter correlates to DOE O 342.1, GRIEVANCE POLICY AND PROCEDURES, dated February 2, 2006, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO) and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 340, Chapter II, Change 3, GRIEVANCE POLICY AND PROCEDURES, dated September 28, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI employees except those employees excluded in DOE O 342.1, subparagraph 3d.
4. RESPONSIBILITIES.
  - a. Director, Human Resources Division performs those tasks identified in DOE O 342.1, subparagraph 5g.
  - b. Division Directors and Heads of Offices which do not have subordinate Divisions serve as deciding officials for employees of their organizations unless they have been directly involved in the action being grieved (see DOE O 342.1, subparagraph 5d).
  - c. Assistant Managers and Heads of Offices which have subordinate Divisions render final decisions on formal grievances referred by the Director, Human Resources Division, in those cases where the deciding official does not accept the fact finder's recommendations. The Chief Operating Officer renders such decisions for the Office of Chief Counsel and the Public Affairs Office. If these officials have been involved in a previous stage of the grievance, this responsibility reverts to the next higher official who has no previous involvement in the grievance.
  - d. ORO and OSTI Supervisors perform those tasks identified in DOE O 342.1, subparagraph 5e.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.